



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Redgranite Correctional Institution

Date: June 16, 2020

To: RGCI Staff and Persons In Our Care (PIOC)

From: Eric Barber

Deputy Warden

Re: Video Visitation

Starting June 25, 2020, all persons in our care of RGCI will be eligible for a video visit. As the project is just starting and to make it fair for everyone, each PIOC will be limited to one 20 minute visit every 2 weeks. We will evaluate this process as we move forward to determine if time and space will allow for more video visit opportunities. We appreciate your patience and cooperation with this new process.

Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list. Prior to the video visit starting the visitor/s will be required to show an approved form of photo identification. Children or minors will be allowed to visit as long as they are already on your approved visiting list.
2. Everyone will be eligible for this free service.
3. Eligibility will be determined based upon the current status of the PIOC to include disciplinary status restrictions in accordance to WIDOC 303.
4. PIOC are responsible for contacting the individual they wish to visit and provide them with the information on how to schedule a visit. Please include each person that will appear on the video along with their Date of Birth, the PIOC and DOC#, and preferred date and time (listed below). Visits are scheduled on a first come first serve basis as space is limited.

Visits can be scheduled by emailing the address below:

DOCDAIRGCIZoomVisits@Wisconsin.gov

***the email address must not contain any spaces or the request will not be received.**

5. Visits will be scheduled every 30 minutes (2:30, 3:00, and 3:30) but will only be a maximum of 20 minutes in length. This is to allow for proper cleaning between visits and to ensure connectivity.

6. Visiting schedule is as follows:

Tues, Weds, Thurs 2:30-8:30

Sat/Sun 8:30-3:30pm

7. Once your visit has been scheduled, you will receive a pass indicating the date, time and visiting booth number. It is your responsibility to sign out and arrive on time. Your visitor will then receive an email confirmation indicating the date, time and a link to connect to the visit. Visits are conducted using the ZOOM app. It is suggested that visitors download the ZOOM app prior to the visit to ensure accessibility. The app can be downloaded on their computer, laptop, cell phone, or tablet.
8. You are to report to the Visiting Room at your designated time with your pass.
9. Visits will not be rescheduled for the same day due to tardiness by the visitor or PIOC.
10. You are required to wear full state issued uniform with state issued ID on the outside layer visible to staff at all times. Green tops will be tucked in to green bottoms.

Prohibited Conduct

1. DAI Policy #309.06.01- Visiting- is to be adhered to at all times.
2. PIOC are responsible to inform their visitors of all the rules governing their visit. Any violations will result in termination of the visit and are subject to a CR and suspension of visits as determined by the Security Director.
3. Conversation during visits will be held to a normal tone of voice as to not disturb others. Only one warning will be provided in regards to this matter before visiting video session will be terminated.
4. Only those scheduled to attend the visit are permitted to be seen and heard on the video screen.
5. Visitors are not permitted to record the visit.
6. Visitor attire cannot have any of the following:
 - Exposed undergarments
 - Clothing with revealing holes, tears or slits.
 - Clothing or accessories with obscene or profane writing, images or pictures.
 - Gang-related clothing, headwear, shoes, logos, or insignias
 - Transparent/translucent (see-through) clothing.
7. Video visiting will be terminated immediately if there is any suspicion of illegal activities or behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy-309.06.01. This includes but is not limited to:
 - Sexual acts or nudity
 - Drug and alcohol use during the visit
 - Showing of objects identified as a threat (firearms, weapons, knives, etc)
 - Inappropriate language
 - Inappropriate location of visitor (bar, club, etc)
 - Operating a vehicle during scheduled visit
 - Adding individual to the visit after it has started.